

POSITION DESCRIPTION NON-EXECUTIVE DIRECTOR

The ACT Disability, Aged and Carer Advocacy Service (ADACAS) Board is seeking additional Board members who are passionate about the human rights of people with disability, older persons, and their carers. Board members will have recognised leadership in business, government, philanthropy or the not-for-profit sector. People with disability are strongly encouraged to apply.

Applications, including a two-page letter of claims and a current CV, can be forwarded via email to the CEO, Michael Bleasdale, at manager@adacas.org.au. Further information can be obtained through the CEO on (02) 6242 5060.

Closing Date: **Applications will be considered as they are received**, however our recruiting process will be open up until the 30th June 2020.

Board Member Position	Ordinary Board Member
About ADACAS	<p>ADACAS was established in 1991, and provides independent and free advocacy for people with disability, people with mental health conditions, older people, and carers.</p> <p>The objectives of ADACAS are to:</p> <ul style="list-style-type: none"> • ensure the voices of disenfranchised and vulnerable people are heard • promote, uphold and defend human rights • empower people to achieve a life that has value to them • advocate for community and systemic change that improves the wellbeing of people with disabilities, people who are older and people who are caregivers <p>More information about ADACAS can be obtained from its website, www.adacas.org.au</p> <p>CEO: Michael Bleasdale Current turn-over is more than \$2M annually. The ADACAS head office is located in Weston, ACT.</p>
The ADACAS Board	<p>Chair: Helen McDevitt PSM, GAICD. Treasurer: Andrew Cameron. Board Members: Stephen Still, Greg Mahony, Alana Fraser, Margot Harker, Kym Duggan Public Officer: Michael Bleasdale</p> <p>The Board meets every two months. Currently there are two Board committees: finance and risk, and governance.</p> <p>The Board supports the work of ADACAS and provides mission-based leadership and strategic governance. While day-to-day operations are led by ADACAS' CEO, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.</p>

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About the Position/s	<p>ADACAS strongly encourages applications from candidates with disability or lived experience of disability. We are interested in candidates with extensive governance experience as well as people interested in developing their director skills and experience.</p> <p>We seek applications from people with a strong commitment to supporting the rights of people with disability, carers and older people who will contribute to the effective governance of ADACAS.</p> <p>We also encourage people with relevant knowledge and experience in disability, aged care and carer policy, service delivery and advocacy.</p> <p>The Board is looking for candidates with knowledge, skills and experience in some or all of the following:</p> <ul style="list-style-type: none"> • Governance knowledge and understanding • Strategic planning and implementation • Compliance and accountability • Financial and risk management • Monitoring and reporting on service impact • Ability to work effectively and collaboratively as part of a team, with enthusiasm and integrity • Communication, marketing or public relations • Technology and systems <p>Candidates must have a willingness to devote time and energy to the role and to their director development. The role requires attendance at board meetings and serving on Board committees, as required. Board members will also on occasion be invited to attend significant events.</p> <p>In addition, candidates must be independent, and not be directly or indirectly employed by, or involved in the management of, organisations that fund or provide direct support for ADACAS clients.</p>
Term	3 years commencing at date of appointed by the Board.
Remuneration	Service on ADACAS' Board of Directors is without remuneration, except for reimbursement of direct administrative support, travel, and accommodation costs in relation to Board Members' duties.

POSITION RESPONSIBILITIES

As a member of the ADACAS Board you will be expected to contribute to consideration and decisions relating to the following:

- Development and oversight of the ADACAS Strategic Plan
- Consideration of strategic advocacy and marketing positions.
- Establishing and monitoring outcomes and metrics for evaluating the impact of ADACASs activities, and regularly measuring the performance and effectiveness of the organisation using those metrics.

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- Approve ADACAS' annual budget, audit reports, and material business decisions.
- Contribute to effective Board recruitment and succession planning.
- Approve major decisions such as major program and service changes, and capital expenditure above CEO authorisation.
- Monitor financial performance against budget and key metrics, and ensure that strategic financial governance is fit for purpose.

As a member of the ADACAS Board you will be expected to contribute to effective organisation governance and operation of the Board by:

- Fostering a positive working relationship with other Board members and organisation staff.
- Review the performance of the Board annually and take steps to improve its performance.
- Be assured that the Board and its committees are properly and adequately informed of the condition of the organisation and its operations.
- Review compliance with relevant statutory and other legal requirements.
- Ensure appropriate risk assessment and risk management procedures are in place.
- Actively contribute to strategic and business plans targeting fund-raising and/or resource and business development activities.
- Promote the organisation's interests actively within the broader community and among stakeholders.